



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Analyst Trainee [Classified Non-Competitive]			Salary P95 \$45,521.43 - \$47,579.48
Posting Number 275-22	Position Number 066852	Number of Positions 1	Posting Period * From: 03/18/2022 To: 04/01/2022
Location: PHEAL/ECLS/Data Management & Analysis Program 3 Schwarzkopf Drive Ewing, NJ 08628			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the supervision of the ECLS Data Administration Department Program Manager this position will perform data administration and management for environmental and microbiological testing using the Laboratory Information Management System (LIMS). This will also include gathering and processing change proposals for the enhancement of processing and data delivery. It also requires skills with the use of Structured Query Language (SQL) and a 4GL data management program. Other duties will include support of monthly billing for ECLS laboratory, generating data feeds and ECLS LAB analysis result reporting using the LIMS.</p> <p>PREFERENCE WILL BE GIVEN TO CANDIDATES WITH THE FOLLOWING KNOWLEDGE AND ABILITIES:</p> <ul style="list-style-type: none">• Attention to detail, work effectively as a team and high-quality work habits.• Microsoft Office Tools, LIMS experience, SAS programming, Shell scripting, SQL, Crystal Reports, Laboratory or Healthcare systems and programming IDE skills.• Background in chemistry and environmental science with knowledge of laboratory systems and methodology is preferred. <p>ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to Administrative Analyst 1, Information Systems. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none">• Forward the required documents electronically to: PSTLABS@doh.nj.gov• Mail the required documents to: Chova Joyner, Administrative Assistant 2 Public Health and Environmental Laboratories Reference Posting #275-22 New Jersey Department of Health PO Box 361 Trenton, NJ 08625-0361 <p>Required documents:</p> <ul style="list-style-type: none">• cover letter• resume• completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*